



music therapy  
new zealand

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MUSIC THERAPY NEW ZEALAND REGISTRATION  
BOARD

## **Music Therapy New Zealand Registration Board Process for registration and renewal of practising certificates Information Sheet**

### **Introduction**

This information sheet has been designed to provide information regarding the procedure for registration of music therapists in New Zealand. There are two parts to the registration process:

#### **1. Registration**

Registration of the music therapist establishes a benchmark and confirms that the music therapist has the relevant qualifications to practise in New Zealand. A registration certificate is awarded to all successful applicants.

#### **2. Practising certificate**

For all therapists currently practising, the registration certificate must be accompanied by a current practising certificate. This confirms that the music therapist is fit to practise, has maintained competence, undertaken professional development, and has no outstanding complaints lodged against them.

### **Procedure for first registration of music therapists**

Applicants for registration shall show evidence of their suitability by completing the application form supplied by the Registration Board. The application shall be accompanied by the required fee and will be received by the Board by the deadline of 1 April.

After considering the application, the Registration Board may:

1. approve the application unconditionally, and provide a Full Registration certificate (no expiry date) and a Practising Certificate valid for one year (Full Registration), or;
2. approve the application provisionally, and provide a Provisional Registration certificate (with an expiry date) and a Provisional Practising Certificate valid for one year with the requirement that further information be supplied within a specified time for the applicant to progress to full registration (Provisional Registration); or
3. decline the application, with reasons for the decision.

### **Procedure for applications received outside of the deadline of 1 April**

In special circumstances (e.g. newly arrived from overseas, recent graduate), music therapists may request the Board consider an application outside of the deadline of 1 April. The applicant shall apply in the usual way (application form and fee) and will provide a covering letter explaining why they are applying outside of the standard timeframe. The Board shall consider the application in the usual way and may approve or decline the application as described above. If a Practising Certificate is provided, it will be for the part of the year remaining and will have an expiry date of 31 April. No adjustment will be made to the application fee.

### **Procedure for progressing from provisional to full registration**

When Provisional Registration is awarded, the Board will provide a one year Provisional Registration Certificate and a one year Provisional Practising Certificate. At the time of renewal, the applicant will need to demonstrate they have met the requirements to progress to Full Registration. If the applicant has not met the requirements by the end of the one year period, a further one year period can be granted at the Board's discretion. If, after two years, the applicant still has not met the requirements to progress to Full Registration, they will need to re-apply for registration.

### **Renewal of Practising Certificates**

Each Registered Music Therapist shall be required to renew the Practising Certificate annually. Applicants will be asked to supply information regarding their continued competency and fitness to practise. This information will be supplied using the application form provided by the Board and accompanied by the required fee, to be received by the Board by the deadline of 1 April. Applicants shall be required to keep a log of Continued Professional Development, including supporting evidence (e.g. certificates), which may be subject to audit by the Board every three years.

### **Conditions of registration**

In order to maintain registration, the music therapist is required to maintain a current Practising Certificate. A therapist may be de-registered if the Practising Certificate has lapsed for three years. Up to three reminders will be sent during the three year period after the Practising Certificate has expired inviting the therapist to renew their Practising Certificate in order to maintain registration. Exceptions to this are Registered Music Therapists who retired prior to this change in condition. Those music therapists will retain their life-long registration.